

**FUNERAL DIRECTORS EXAMINING BOARD MEETING
MINUTES
FEBRUARY 7, 2006**

PRESENT: J. C. Frazier, Bonnie Gift, Rosalie Murphy, Michele Moore, and Connie Ryan

EXCUSED: David Olsen

STAFF PRESENT: Tim Wellnitz, Bureau Director; Jacquelynn Rothstein, Legal Counsel; Nicole Goodman, Bureau Assistant; other Department staff were present during portions of meeting

GUESTS: Mark Paget, WFDA; Barb Schuler, Wisconsin Technical College System; Erin Longmire, FSA

CALL TO ORDER

J. C. Frazier, Vice Chair, called the meeting to order at 9:33 a.m. A quorum of five members was present.

AGENDA

Additions to agenda:

- Open Session: Under Presentation of Proposed Stipulations by Division of Enforcement or any Submitted after Printing of the Agenda: Add – Curtis J. Schmidt 06 FDR 001
- Open Session: After Item G. Add – Discussion of Renewal Date

MOTION: Rosalie Murphy moved, seconded by Bonnie Gift, to approve the agenda as amended. Motion carried unanimously.

ELECTION OF OFFICERS FOR 2006

MOTION: Bonnie Gift moved, seconded by Connie Ryan, to nominate J.C. Frazier as Chair, and that a unanimous ballot is cast to elect J.C Frazier as Chair. Motion carried unanimously.

MOTION: Bonnie Gift moved, seconded by Rosalie Murphy, to nominate Connie Ryan as Vice Chair, and that a unanimous ballot is cast to elect Connie Ryan as Vice Chair. Motion carried unanimously.

MOTION: Connie Ryan moved, seconded by Michele Moore, to nominate Rosalie Murphy as Secretary, and that a unanimous ballot is cast to elect Rosalie Murphy as Secretary. Motion carried unanimously.

**APPOINT BOARD'S REPRESENTATIVES FOR SCREENING PANEL
BY BOARD CHAIR**

J.C. Frazier, Board Chair, appointed, himself, Connie Ryan and Michele Moore to represent the Board on the screening panel.

APPROVAL OF MINUTES (NOVEMBER 15, 2005)

MOTION: Bonnie Gift moved, seconded by Rosalie Murphy, to approve the minutes of November 15, 2005 as written. Motion carried unanimously.

**ADMINISTRATIVE REPORT
TIM WELLNITZ, BUREAU DIRECTOR**

Secretary Celia Jackson greeted the Board and reminded them of the open-door policy for any questions or concerns.

Tim Wellnitz informed the Board that the Department would no longer be doing quorum checks prior to meetings. Mr. Wellnitz asked the Board members to notify him if they are unable to attend a meeting.

Annual Policy Review with Board

Noted.

Discussion of August 22, 2006 Meeting Date

Tim Wellnitz asked the Board if they would like to change the August 22, 2006 meeting date. The Board asked Mr. Wellnitz to add this topic to the May agenda for further discussion.

Summary Reports on Pending Court Cases, Disciplinary Cases and Administrative Rules and Press Releases

Noted.

PRESENTATION OF PROPOSED STIPULATIONS BY DIVISION OF ENFORCEMENT

Mark Herman presented the proposed Stipulation in the matter concerning Daniel G. Duffenback 04 FDR 017.

Mark Herman presented the proposed Stipulation in the matter concerning Ralph R. Haas and Kasuboski & Haas Funeral Home 02 FDR 032, 02 FDR 034, 02 FDR 038.

Mark Herman presented the proposed Stipulation in the matter concerning Curtis J. Schmidt 06 FDR 001.

LEGISLATIVE/ADMINISTRATIVE RULES

AB 485 Regulating Funeral Directors and Funeral Establishments, Regulating Cremation and Funeral Advertising, and Providing a Penalty

The Board discussed the history of Assembly Bill 485 relating to regulating funeral directors and funeral establishments, regulating cremation and funeral advertising, and providing a penalty.

Mark Paget, WFDA, and Erin Longmire, FSA, reported that the proposed Assembly Bill 485 has passed both houses of the Legislature and is currently in the Governor's office awaiting action by the Governor.

DISCUSSION OF RENEWAL DATE

Judy Mender, Division of Credentialing, briefed the Board that the Funeral Directors renewal date has changed to 12/14 of the odd years.

PRACTICE ISSUES

Use of Pricing Card in Establishment Applications

The Board briefly discussed the importance of requiring the pricing cards and determined that the Department should continue to require them in applications.

NEW BUSINESS

None.

BOARD MEMBER ACTIVITY

The Board members gave brief reports on activities undertaken since the last meeting.

VISITORS COMMENTS

None.

CLOSED SESSION

MOTION: Bonnie Gift moved, seconded by Connie Ryan, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), Stats.; to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats. Roll Call Vote: Michele Moore-yes; J.C. Frazier-yes; Bonnie Gift-yes; Rosalie Murphy-yes; Connie Ryan-yes. Motion carried unanimously.

Open Session recessed at 11:08 a.m.

The Board deliberated on the Monitoring Report, the Case Status Report and Case Closings, Proposed Stipulations, Proposed Administrative Warnings, and Pending Applications.

RECONVENE TO OPEN SESSION

MOTION Bonnie Gift moved, seconded by Rosalie Murphy, to reconvene into Open Session at 12:13 p.m. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

CASE CLOSINGS

05 FDR 011

MOTION: Connie Ryan moved, seconded by Bonnie Gift, to close case 05 FDR 011 for insufficient evidence. Motion carried unanimously. Rosalie Murphy abstained from the discussion and vote.

STIPULATIONS

DANIEL G. DUFFENBACH – 04 FDR 017

MOTION: Connie Ryan moved, seconded by Rosalie Murphy, to adopt the Final Decision and Order, Findings of Fact, Conclusions of Law, Order, and Stipulation in the matter concerning Daniel G. Duffenbach – 04 FDR 017. Motion carried unanimously.

**RALPH R. HAAS AND KASUBOSKI & HAAS FUNERAL HOME –
02 FDR 032, 02 FDR 034, 02 FDR 038**

MOTION: Michele Moore moved, seconded by Connie Ryan, to adopt the Final Decision and Order, Findings of Fact, Conclusions of Law, Order, and Stipulation in the matter concerning Ralph R. Haas and Kasuboski & Haas Funeral Home – 02 FDR 032, 02 FDR 034, 02 FDR 038. Motion carried unanimously.

CURTIS J. SCHMIDT – 06 FDR 001

MOTION: Connie Ryan moved, seconded by Rosalie Murphy, to adopt the Final Decision and Order, Findings of Fact, Conclusions of Law, Order, and Stipulation in the matter concerning Curtis J. Schmidt – 06 FDR 001. Motion carried unanimously.

APPLICATION REVIEW

SEAN P. MURPHY

MOTION: Connie Ryan moved, seconded by Rosalie Murphy, to grant a one-year extension of the apprentice permit for Sean P. Murphy. Motion carried unanimously.

JILL SISTERMAN

MOTION: Connie Ryan moved, seconded by Rosalie Murphy, to approve the application for Jill Sisterman. Motion carried unanimously.

KRISHNA KLEPARSKI

MOTION: Rosalie Murphy moved, seconded by Connie Ryan, to grant an apprenticeship license to Krishna Kleparski. Motion carried, Bonnie Gift opposed.

ADJOURNMENT

MOTION: Rosalie Murphy moved, seconded by Connie Ryan, to adjourn the meeting at 12:20 p.m. Motion carried unanimously.

Next Meeting: May 16, 2006

Suggested Agenda Items for May 16, 2006

- Discussion of August 22, 2006 meeting date.